

## MVAC MINUTES – September 14, 2005

The meeting was held on September 14, 2005 at the Division of Wildlife. Scott Madsen started the meeting at 9:00 am.

In Attendance: Sonny Otero – SFM, Michael Stadler – DOHE, Barbara Taylor – DOHE, Dave Monson – CDOC, Art Hale – SFM, Beth Ann Wieder – CDOT, Ronni Hunter – Gaming, Barb Garcia – DOHE, Barb Crawford – DOW, Roger Friedrich – DOHS, Karen Griggs – CSP, Cindy Hamby – Hearings, Karen Neuschwanger – CDOT, Stephanie Gelt – CDOT, Walt Black – CDOT, Patti Torres – DOLE, Belinda Ramirez – CDPS, Grant Hammett – DORA, Shelly Thornburg – SFM, Scott Madsen - SFM

### Introductions

Art Hale is the new State Fleet Manager. He has extensive experience in fleet management in both private sector and public sector fleet services programs. Most recently, he spent the last 10 years providing fleet management services, regulatory mobile source emissions reduction programs, fleet alternative fuels programs, and safety / risk management programs for government fleets. During the prior 10 years, Art served in the capacity of the Rocky Mountain Regional Fleet Manager for a fortune 500 company. Welcome Art. Art will also be running the meetings from now on.

### Commuting Update

We have received about 10% of the commuting forms that we urgently need turned in. Please get those forms turned in as soon as possible to meet the audit / IRS requirements. The possibility strongly exists, that any agencies personnel driving any SFM vehicles, will be charged responsible for vehicle liabilities, if the vehicle is damaged and we do not have a commuting form on file.

### Overdue PM Service

We have a first priority software change request (SCR) submitted to our IT people to implement the new PM “coming due, due, and past due criteria. If it is overdue for 30 days you will receive a notice that it is overdue, if it continues to be overdue, the notice will be escalated to your Executive Directors Office. This process will be implemented as soon as the CARS software changes are complete. We expect to have this out in the next couple of months. This change will allow an ample window of time and mileage to get the PM's done before they get to the overdue status. The new mileage / usage set parameters, will flag-notice in the CARS system when the odometer is within 5% of coming due. The status will indicate overdue when mileage is 50% beyond the due mileage of the standard PM interval mileage. i.e. 3000 mile PM interval will be considered overdue at 4,500 miles since last PM. The vehicles that are on the time cycle will be escalated when they are three months past their due date.

### CARS Training -

Class is set up for Oct 12. The focus will be on navigating and pulling reports for MyFleet and CARS. We are exploring possibilities when we can do a short class at Wildlife. SFM has been restricted in the past due to conflicting firewalls and security measures that exist between agencies.

### Support Our Troops/ Physical Inventory

We have a limited supply of extra Support our Troops stickers. The program initiative was promulgated from both the Governor Owen's Office and coordinated from Lt. Governor Jane Nortons Office. SFM is the messenger only and charged with distribution only of these donated stickers. Pursuant to the Governors Office and the Lt. Governors Office, the stickers need to be applied to all SFM vehicles by October 15. The physical inventory is a concurrent program and implemented together to simplify both processes by needing to physically see the vehicle only one time to accomplish both tasks and providing an external means to identify those vehicles that have already been inspected by visual means with the applied stickers. The physical inventory requires the inspector to go out and validate that the VIN numbers on the vehicle match the VIN numbers on the physical inventory report and license plate. The physical inventory needs to be done by October 31. State auditors may select a few areas to come out and watch the inventory being done to make sure it is being done right.

### Gas

The present gas price will have an impact on rates. We will go in for a supplement for it. SFM speculates that fuel should stabilize around \$2.80, and we need addition 2 to 3 million dollars to cover the cost of fuel going forward. The fuel increase, translates to approximately five cent rate increase. When SFM request the supplement, we want to ask for extra budget funding for all the departments as well. We have proposed this in the past when we have raised rates. OSPB not JBC has refused this request directly to the departments. This will be a significant budgetary issue to the departments. Supplements are submitted during November / December, and get the final vote during January or February 2006. For every ten cents that gas cost increases, the overall SFM fuel expense is increased 350 thousand dollars.

### Pending Legislation

Auditors have proposed legislation to expand the over all mandate for fleet. What they are proposing is that SFM will take on the added responsibility for every vehicle owned by the state, or option two; to enroll every vehicle except the CDOT over one ton.

### Energy Bill

The new EPA mandated diesel fuel sulfur reduction phase-in has begun. The reduction from 500 ppm to 15 ppm sulfur, is required to be fully implemented during mid 2006. Survey from the refiners anticipate an increased fuel cost of five cents per gallon. The mandatory sulfur reduction is promulgated-mandated by the EPA and will enable new technologies to be used for emissions reduction devices that reduce volatile organic compounds (VOCs) and emissions of primary concern that contribute significantly to our Front Range ozone air quality problems. The mandatory phase-in occurs throughout 2006. One option that SFM will consider, is the B-20 or 20% blend of bio-diesel.

### Wright Express

SFM is working with Wright Express to get access to people that would like to have reporting on fuel transactions and best daily station fuel price on the Wright Express website. Users can now find fuel transaction summaries and details. SFM has received several complaints about this taking up to an hour to get signed-on and access to the site. The transaction detail will help to evaluate any potential for fraudulent usage. If you are interested in getting this information contact Terry at Fleet and she will get you set up. This site is "read-only".

### Purchasing Bids

The pricing bids for FY06 replacement will be submitted September 22. We enter them into the CARS system and begin the evaluation process. The evaluation process takes about a month. By the third week of October they should be done and posted on the state-purchasing website. The order forms will be made available to distribute during the first week in November. We expect to have them out early so you will have about 30 days to make the request. If you need help with the order form call Ron and he will work with you on getting them done.

### Garage Service

We have rewritten the state garage agreements. The original agreements were written in the 90's. The rates will be renegotiated for annual renewal. The car washes are now included in the flat rate.

Meeting ended at 11:00.